



Department of Housing and Community Development

June 25, 2007

NOTIFICATION OF VACANCY

**PROCUREMENT SPECIALIST
(Procurement Officer I)**

POSITION #00307

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$40,000 - \$50,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Procurement Specialist within the Division of Administration to manage the agency's procurement of goods and services, contract administration, surplus property and leases in compliance with state and federal guidelines. This position will prepare and issue IFBs, RFPs and RFIs, develop and write specifications and award purchase orders, contracts and agreements. Oversees agency's participation in eVA and provides technical assistance to staff. Ensures agency's compliance with SWAM initiatives by seeking new SWAM vendors and assisting with registration in eVA. Participates in the Small Purchase Credit Card Programs. Prepares reports and procurement statistics, provides technical assistance regarding procurement and ensures procurement manual is current.

QUALIFICATIONS GUIDE:

Considerable knowledge of state procurement policies and procedures. Demonstrated ability to negotiate, establish, and administer contracts; procure a wide variety of goods and services; and develop, apply and interpret procurement policies and procedures. Considerable knowledge of state automated procurement and accounting systems include eVA, CARS, LAS, and FACCS. Knowledge of state accounting policies and procedures and general accepted accounting principles and practices. Ability to perform statistical analysis; to analyze and reconcile reports and statements; and to communicate effectively both orally and in writing. Proficient skills in the use of a PC and appropriate Software to develop spreadsheets, manage financial data, and produce reports. Graduation from a college or university with course work in accounting, finance, or related field or a combination of training and experience indicating possession of the preceding knowledge, skills and abilities. Certification as VCO, PPB or CPPO is preferred.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM at <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.

*For additional information contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*